State of Utah

OLENE S. WALKER
Governor

GAYLE McKEACHNIE
Lieutenant Governor

Administrative Services
S. CAMILLE ANTHONY
Executive Director

Purchasing and General Services
DOUGLAS RICHINS
Division Director

ADDENDUMADDENDUM***ADDENDUM***

SOLICITATION: GM4054
DUE DATE: 03/16/04
TIME: 3:00PM

DESCRIPTION: Multi-step bid to provide the Utah State Tax Commission with necessary hardware, software and services to improve income tax returns with 2D barcodes.

ADDENDUM #2

1.   **The following pages list additional questions received and the Utah State Tax Commission's responses to the questions. Bidders are reminded that only answers provided under addenda are the official position of the Utah State Tax Commission.**

2.   **The due date and time remain unchanged.**

3.   **With bid process (non-technical) questions contact the purchasing agent, Glendon Mitchell 801-538-3138**

4.   **Reference RX 120 4ADM0000002**

**************************END OF ADDENDUM**************************

To acknowledge receipt of this addendum, include a copy of this addendum with BID submittal or given written acknowledgement with the BID. It shall be the responsibility of the bidder to appropriately disseminate this information to all concerned prior to the assigned bid time.

_____   _____   _____
Company Name   Signature   Date

3150 State Office Building - Capitol Hill - Salt Lake City, Utah 84114-1061
Phone: (801) 538-3026 - Fax: (801) 538-3882 -
www.purchasing.utah.gov

Utah!
Where ideas connect

Bid GM4054 – High-Speed Data Capture for 2D Barcodes
Answers to Questions – Round 2 (March 8)

Question	Answer
Section 1.1.4.1 – Bullet 3 - Checks received separately (without returns) are routed to the remittance processing area, although those without coupons (loose checks) are first routed for special handling so payment coupons can be created: Where do you get the information to create the substitute payment coupon? How is the information accessed and can it be accessed programmatically?	We look up the information on our tax systems. The challenge is in identifying the account to which the payment applies (loose checks may be for other than income tax). This usually requires research and manual look up in the applicable system.
Section 1.1.4.3 Reconciling Payments with Returns: We would like to confirm that the amount to be posted to the host for what a taxpayer remits to the State is the check amount, and not the document/return amount. Or stated another way, each check amount must be verified in some manner prior to posting to the taxpayer's account. Is this correct? One way to complete the processing of checks is to integrate with your existing Wausau system. What version of the Wausau remittance processing software are you currently using?	Yes, the amount we post to a taxpayers account is the check amount. We verify the amount being posted to the taxpayers account is the amount of the check. The Wausau remittance processing software version is 2.00.09b.
Section 1.1.4.4 - Bullet 7 - Information coming out of data entry is matched against control information in the Document Control System before being posted to the income tax systems: What information is being matched? How is it addressed / indexed?	 A control number created by the Document Control System is recalculated. Batch total amounts from the data entry are verified against batch total amounts created on the Document Control System. The batch information is indexed by batch number.

Bid GM4054 – High-Speed Data Capture for 2D Barcodes
Answers to Questions – Round 2 (March 8)

Question	Answer
Section 1.1.4.4 Capture Return Data: Does the State expect the vendor to integrate the automated 2D processing solution with the existing Document Control System? If so; ▪ Where in the process would you like to have data from the 2D system entered? ▪ What data elements are entered into the DCS? ▪ Is data entered for tax forms with & without payments? ▪ Is the DCS on the Revenue Accounting side used to consolidate all check information prior to deposit? ▪ Does the state expect the 2D return processing system to include the partial verification step with systems edits, described in section 1.1.4.4 - bullet 6?	Information in the form of a flat file can be sent to the Document Control System to create the batch. The data elements are batch number, ICN, transaction type, tax type, and amount. For both. The DCS on the Revenue Accounting side carries batch totals and a grand total. No. The State expects some kind of verification that there is complete information captured from the 2D barcode.
General ICN (Internal Control Number) question - referenced in several locations , i.e. Sec 1.1.4.2. - Bullet 2: Would it be sufficient for the image data record to contain the ICN information or is it mandatory for the image to physically show the stamped/sprayed ICN number?	At this point, our employees would feel more comfortable with showing the stamped or sprayed ICN number. If a new image of the document needs to be created, it should be indexed with the original ICN.
Is the TC40 the only form type that uses 2D barcode? If there are others please provide a list and samples of each.	Yes.
How many vendors currently provide 2D Barcode support for Utah state tax returns?	Five.

Bid GM4054 – High-Speed Data Capture for 2D Barcodes
Answers to Questions – Round 2 (March 8)

Question	Answer
What is the source of the bar code? Are bar codes specific to each taxpayer, that is are bar codes preprinted on the return form, unique to each taxpayer, and then is the bar coded form mailed to the taxpayer? Alternately, does the taxpayer collect the blank return with a preprinted bar code from the Utah State Tax Commission or other public location and therefore the bar code has not direct relationship to the taxpayer?	Bar codes are not preprinted. They are printed by tax preparation software at the time the return is prepared.
Does the bar code only indicate the beginning of each new tax filing submission from a tax payer (ie. Consistent with scenario #3 above), but does not contain any specific intelligence about the tax payer.	See response above.
Are all taxpayer filings based on paper submissions? Are there any electronic filings?	Nearly 40 percent of returns are filed electronically (not relevant to this ITB).
Can you describe more in detail the hardware servers used in this application. The core Viking application appears to be running on HP9000. Is this correct? What applications are the Intel servers used for?	Viking does run on HP9000 series hardware. The Agency uses Intel servers for a variety of purposes.
Which system generates the ICN?	ICN's for paper returns are manually generated.
Are the physical hardcopy returns saved based on the retention period, or are they destroyed after microfilming?	Paper is saved for one year after microfilming.
Does Utah State Tax Commission perform its own IT development and maintain the high speed data capture for 2D barcode application?	The Agency has IT staff but selectively uses vendors to augment that staff when appropriate.
Is remote or distributed scanning a requirement or interest on the part of the Utah State Tax Commission?	No.
Will you employ both color and bitonal bar codes?	The Agency has no plans to use color.
Is there a preferred 2D bar code symbology for this application (eg. PDF 417)?	PDF417

Bid GM4054 – High-Speed Data Capture for 2D Barcodes Answers to Questions – Round 2 (March 8)	
Question	**Answer**
What statistical reports are generated from the Document Control System?	Assume a standard set of reports any large organization would use to manage a complex paper processing system.
Can the State provide a single aggregate diagram which shows the complete flow and logic of the system.	The first addendum to the ITB included an attachment on the last page of the PDF with the complete diagram in one JPEG file.

General Comment from the Agency:

Bidders are reminded this is a multi-step ITB where pricing has not yet been requested. Thus, bidders are encouraged to be creative in responding to the requirements in this ITB as they prepare their technical bids. From its review and evaluation of the technical bids, the Agency will then be much more specific in its request for price bids.

BATCH HEADER SAMPLE   BATCH HEADER SAMPLE

Acrobat Document

batchheader.jpg